



National Finance Center Customer Notification

Date of Notification: March 11, 2009

Subject: Special Population Code Issue

Database/Customer(s) Affected: All Payroll/Personnel Customers

As part of the database change in Pay Period 22, 2008, the Special Population field was established. The programming completed for the field at that time inadvertently allowed the entry of incorrect values which were not defined within the Table Management System (TMGT), Table 025, AD-350 (Personnel Block And Description) and applied them to the Payroll/Personnel System database. NFC has taken the necessary programming steps to ensure that only TMGT- defined values for this field are applied to the database. Values that had previously applied incorrectly have been removed and no further action on behalf of the agencies is necessary.

Additionally, in researching this issue, specific agencies have expressed the need to enter values that have not been established in TMGT. NFC has been working with OPM and has been notified that OPM is in the process of finalizing a comprehensive listing of special population codes with appropriate usage instructions for agencies as a reference. NFC will notify agencies of revised entry instructions upon implementation of the new codes. However, if an applicable code does not currently exist in TMGT, agencies should enter 00 (does not apply).

We are researching this issue to determine if there is any impact for our *EmpowHR* customers. A separate Customer Notification will be sent to our *EmpowHR* community with the outcome of this research.

We apologize for any inconvenience this may have caused.

If you have any questions regarding this notification, please contact NFC's Client Management Branch at Customer.Support@usda.gov.

TIP OF THE WEEK

NFC Publications include system procedure manuals and bulletins, as well as related materials including brochures, quick reference guides, presentations, etc. These are stored on NFC's Homepage at www.nfc.usda.gov under the Publications tab.

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